

VACANCY ANNOUNCEMENT

発行日:
Date of Issue

7 Jan 15

1.職種名 Job title (等級 Grade 5 / 語学等級 LD 3)

Food Service Specialist, #405
(食料サービス専門職)

採用可能な下限等級 Acceptable trainee level: None

☒ 事務系 ☐ 技能系 ☐ 保安系 ☐ 医療系
Administrative Blue Collar Trade Security Medical

募集人数 No. of Recruitment

1 名

4.募集範圍 Area of Consideration (AOC)

☒ I. 現 MLC/IHA 従業員 (部隊内)
Current MLC/IHA Employee within Activity

☒ II. 現 MLC/IHA 従業員(通勤圏内)
Current MLC/IHA Employee in commuting distance

☒ III. 現 MLC/IHA 従業員(全在日米軍)
Current MLC/IHA Employee Japan Wide

☐ IV. 外部 Off Base Applicant

2.部隊 Activity : Galley Operations Division, CFAS Fleet Readiness Department

勤務場所 Working Place: 佐世保市平瀬町 Hirase-cho, Sasebo

3.勤務時間 Work Schedule (週 40 時間制 hrww)

勤務日 Work Days: Irregular Schedule and Two Rest Days per week

勤務時間・休憩 Work Hours/Recess Period:

a-06:00~14:45 / 12:30~13:15

b-07:00~15:45 / 12:30~13:15

c-08:00~16:45 / 12:30~13:15

d-09:00~17:45 / 12:30~13:15

☐ 夜勤 Night Shift ☒ 残業 Overtime ☐ 出張 Business Travel

5.雇用の種類 Type of Employment

☒ MLC
☐ IHA ☐ HPT
☒ 常用 Permanent
☐ 限定 Limited Term (____ カ月 Months)

6.職務内容 Duties

Please see attached task list.

7. 資格要件／身体条件 Qualification/Physical Requirements

- a. At least one year of clerical, technical, or administrative work experience equivalent at 1-4 level in the related work or completion of 4-years college/university in the related field.
- b. Knowledge of Food Service Management (FSM) System, Subsistence Total Order and Receipt Electronic System (STORES), Automatic Head Count Upload (Enabler) System, and Navy Supply Systems Command (NAVSUP) instructions/regulations.
- c. Skill in operating Microsoft Office applications and the related programs, i.e., Word, Excel, Outlook, PowerPoint, etc.
- d. Ability to train and supervise food service personnel for upkeep of occupational safety and sanitation.
- e. Ability to speak, read, and write English at fluent proficiency level (LAD-3 or equivalent).

Handicapped applicants may be accepted, depending on the degree and kind of disability.

英語力 English Language Proficiency : ☐ 必要なし None ☐ 初級 Basic ☐ 中級 Intermediate ☒ 上級 Advanced ☐ 特段の能力 Exceptional

學歷 Educational Background : See Block 7 | 免許証／修了証 License/Certificate Required : 7/8 欄参照 See blocks 7 & 8

8.提出するもの Application and Associated Documents

職務状況

Working Condition

☒ 空席応募用紙 Application for Vacancy Announcement (HROY Form 1)
(☐ 日本語で Japanese ☒ 英語で English ☐ どちらでも Either)

☒ **専門職務経歴書** Resume of Specialized Work Experience (HROY Form)
(上記と同じ言語で, Same language as above)

☐ 家族・親族が在日米海軍で勤務している方は、『親族に関する質問表』

If you have any family/relatives who work at U.S. Navy base/facility in Japan, “Questionnaire on Relatives”

☐ 運転免許証の写し Copy of GOJ Driver's License☐ 修了証／証明書の写し Copy of Certificate

☒ 英語の能力を証明するもの（写し） Anything to certify English Proficiency (Copy)

☒ 82 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm)

12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 82 yen stamp (MPS is unacceptable.)

☒ 日本国籍以外の方は、在留カード及びパスポート/査証のコピー For non-Japanese citizen applicant,
copy of Residence Card and Passport/Visa Copy

問い合わせ先 for Job Inquiries	提出先 Office to Submit	事務処理欄 For Official Use
 募集部隊担当 Activity POC: CFAS Fleet Readiness Department ☎ (内線/Extension) 252-2917	〒 857-0056 佐世保市平瀬町 米海軍佐世保基地民間人人事部雇用課 Hirase-cho, Sasebo City CNRJ, HRO Sasebo Satellite Office MLC/IHA Employment Branch, Bldg# PW47 (受付時間 Customer Service Hours: 0800 – 1600) ☎0956-50-3656/3660 (DSN: 252-3656/3660)	PD No.: CFAS-N927-005
		PD is accurate and current. Certified by Activity: 90
		HRO: (rcvd:12/19) tm 12/19

外部応募者申込先 Place to Apply for Off-base Applicants

佐世保公共職業安定所 佐世保市稲荷町 2-3-0 電話 : 0956-34-8609
(受付 0900-1100, 1300-1600 Web Site: <http://www.hellowork.go.jp/>)
又はオンライン申し込み (駐留軍等労働者労務管理機構 Web Site: <http://www.lmo.go.jp/recruitment/>)
Sasebo Public Employment Security Office “HELLO WORK”: 2-30 Inari-cho, Sasebo
Phone: 0956-34-8609 (Service Hour: 0900-1100, 1300-1600 Web Site: <http://www.hellowork.go.jp/>)
On-line application request is possible. (Web site: <http://www.lmo.go.jp/recruitment/>)

外部応募者申込書類提出先 Place to Submit Applications for Off-base Applicants

独立行政法人 駐留軍等労働者労務管理機構 佐世保支部
〒 857-0056 佐世保市平瀬町 3-1 (電話 : 0956-23-7191 FAX : 0956-23-9229)
受付時間 : 午前 9 時～午後 5 時 ; 月曜日～金曜日 (祭日を除く)
Labor Management Organization, Sasebo Branch: 3-1 Hirase-cho, Sasebo (Phone: 0956-23-7191 FAX : 0956-23-9229)
Open from 0900 to 1700 hours. Monday through Friday (except Holidays)

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.

提出された応募書類はお返ししません Submitted applications will not be returned.

募集締切日 16 時(午後 4 時)必着です。Eメールやファックスでの応募書類は受付できません。Applications must be received by the closing date of the Vacancy Announcement by 1600 hours (4:00 PM). Emailed and Faxed applications will not be accepted.

人事部へ応募書類を郵送する場合は書留にしないで下さい。書留で郵送された応募用紙は受理しません。 Please do not send applications by registered mail to HRO. Registered mail sent to HRO will not be accepted.

HRO の建物(建物番号 PW-47)1 階、正面出入り口を入って右の壁に 内部応募者用の投函口が設置してあります。投函される場合は応募締め切り日の 16 時(午後 4 時)までにしてください。Job applications may be dropped in the designated HR “Drop Box” located on the right side in the first floor, main entrance of the HRO bldg. # PW-47, no later than 1600 hours (4:00 PM) by the closing date.

応募書類の書式は以下の URL よりダウンロードできます。最新の応募用紙を提出してください。 Forms for application are available for download on our web site. Please submit update application.

(https://www.cnrc.navy.mil/regions/cnrj/om/human_resources/MLC_IHA_HPT_Jobs/JN_Forms.html)

PRIVACY ACT STATEMENT 個人情報保護について

AUTHORITY: Executive Order 10450, 9397; and Japan Law Concerning Protection of Personal Information (Law No. 57 of 2003).

法令: 米国行政命令 10450, 9397 ; 及び 日本法・個人情報の保護に関する法律 (平成 15 年法律第五十七号)

PRINCIPAL PURPOSES: To record Personal Information for the purposes of executing the business operations of the U.S. Forces, Japan and protection of human life, safety and property, NOTE: Records will be securely maintained in either an electronic or paper form.

主目的: 人間の生命、安全、財産の保護と在日米軍の業務の遂行を目的として、個人情報を記録する為。

注記 : 記録は電子書式、もしくは書面にて厳重に保管されます。

ROUTINE USES: To maintain Personal Data accurately with the most up-to-date content to the extent necessary to achieve the stated Principal Purposes.

利用目的: 主目的の達成に必要な、最新で正確な個人情報を維持する為。

DISCLOSURE : Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of administrative actions.

情報開示: 個人情報の開示は任意ですが、要求された情報を提供しなかった場合、その後の手続きの妨げ、遅れ、あるいは中断となる事があります。

TASK LIST: Food Service Specialist, Job #405, BWT-1, G-5

1. Performs duties as a supervisor in financial/stock controls of the galley operations IAW the established procedures per Food Service Management regulations (NAVSUP Pub 486) and Food Service Management (FSM) system; administers daily transaction of the galley operations by scrutinizing Food Preparation Worksheet (NAVSUP Form 1090), The Food Item Request/Issue Document (NAVSUP Form 1282), Requisition And Invoice/Shipping Document (DD Form 1149), General Mess Control Record (NAVSUP Form 338), Record Of Receipts And Expenditures (NAVSUP Form 367), General Mess Summary Document (NAVSUP Form 1359), and other related documents; interprets Navy food service regulations and directives governing the administrative phases of the galley function; maintains overall supervision on clerical readiness for general mess monthly audit, Army Veterinary surveillance inspection, PMA's food establishment inspection, and Navy-wide accreditation evaluation for food service excellence; assumes full administrative responsibility on reporting all data related to the financial control of the galley, change funds/cash administration, and inventory management of commodity group of perishable/semi-perishable subsistence items and galley supplies.
2. Conducts inspections throughout food services facilities, and makes spot checks on sanitation, personnel hygiene, kitchen utensils and equipment in use, stock record maintenance, and takes corrective actions on discrepancies noted; promotes and maintains the safety program as pertains to food service personnel.
3. Determines current and future requirements on subsistence items/galley supplies and generates requisitions based on available funds; ensures that inventories are properly maintained within the stock turn ratio and physical storage space limitations.
4. Manage proper cash flow with collected funds by the general mess cashier by verifying with Cash Receipt Book (NAVSUP Form 470) and Cash Meal Payment Book (DD Form 1544); prepares Cash Collection Voucher (DD Form 1131) and conduct the scheduled deposit.
5. Performs administrative clerical duties as assigned. Provide assistance to the accounting technician and the stock control clerk as needed in processing Meal Signature Record (NAVSUP Form 1291), Recapitulation Of Meal Record (NAVSUP Form 1292), and Subsistence Ledger (NAVSUP Form 335).
6. Performs other related or incidental duties as assigned.